

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/07/22	Prepared by	Vanajathi	Serial no.	6385
Supplier name	SSUP			HO inward no.	
Firm/Company	SSUP	Project	SOV-III	HO received date	
PO/WO date	23/2/22	PO/WO No.	85837	Scan ID.	98952
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	22421	4/03/22	21,996.43	☒ Yes ☐ No	
2.	22420	4/3/22	7,372.06	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.			/	☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				29,368.49	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	104388, 104395		Proof of delivery matches MRN	☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				29,368.49	
Amount E – PO / WO value:				34,368/-	
Amount F – Difference (A – E):				4,999.51/-	
Quantity received as per PO / WO		☐ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☐ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		01/08/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]	[Signature]			
Date	22/07/22	24 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

03380

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	85837	PO date:	23/2/22	Req. no.:	183953
MRN nos. related to PO		104388, 104395			
☒	Part material received.				
☐	Full material received.				
☐	Material not received.				
☐	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☒	Keep PO open. Work under progress.				
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
K. Tulasirani	(Signature)	5/4/22			
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☐	Part bill received against this PO.		Bill nos.		
☐	All bills received against this PO.				
☐	Advance paid against this PO.		Amount paid		
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☒	Prepare bill in SSSLP for material supplied.				
☒	Get proof of delivery from site.				
☐	Barcoded PO missing – get certified copy from Accounts.				
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☒	Close PO		☐	Keep PO open. Material awaited	
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1

Customer Details				Invoice No.	22421		
Serene Constructions LLP SOV PART III, Sy No. No. 11,12,14,15,16,17,18,294, Cherlapally, Hyderabad, GSTIN : 36ACVFS7909P1ZV							

For Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1

Customer Details				Invoice No.	22420		
Serene Constructions LLP SOV PART III, Sy No. No. 11,12,14,15,16,17,18,294, Cherlapally, Hyderabad, GSTIN : 36ACVFS7909P1ZV PAN ACVFS7909P				Invoice Date.	04-03-2022		
				PO No.	85837		
				PO Date.	23-02-2022		
				Req ID	74064		
				Req Date	22-02-2022		
				Loc Req No	183953		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in		5	386.75	1,933.75	18	348.08
2	9092 - Tiles - Bathroom floor - Maharaja Off white -		5	386.75	1,933.75	18	348.08
3	9090 - Tiles - Bathroom floor jaipur panna - 12 in X		5	476.00	2,380.00	18	428.40
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST	SGST	Total Taxable Amount	
				562.28	562.28	Total Invoice Amount	
				6,247.50			
				1,124.56			
				7,372.06			
Rupees : Seven Thousand Three Hundred Seventy Two and Paise Six Only							

Subject to Hyderabad Jurisdiction

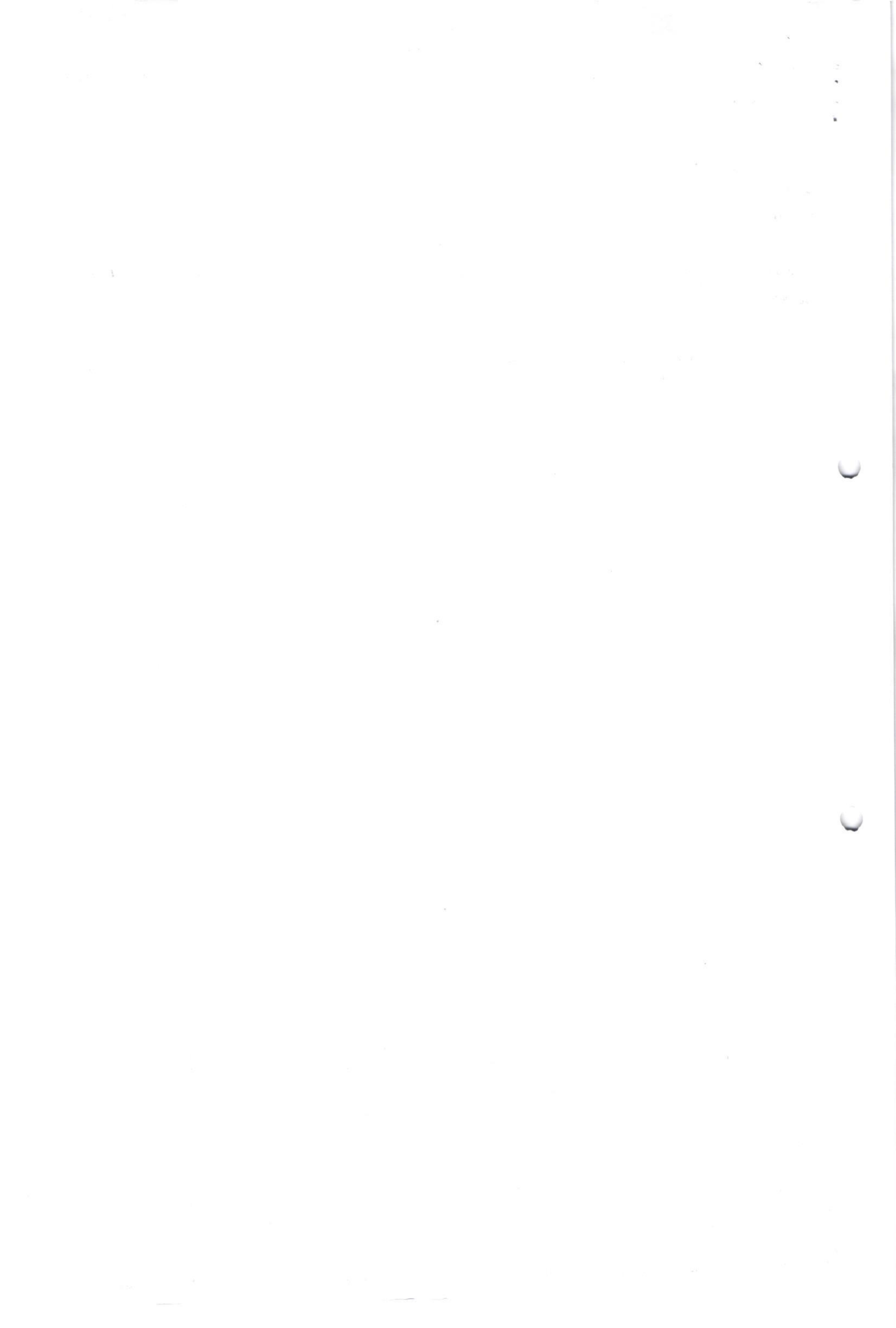


For Summit Sales LLP

Authorised signatory

85837
14.02.22 2:36:59

Date : / /



Purchase Order

Page(s) 2 Of 2

23-02-2022 16:00:54

Original / Office Copy / Purchase Div.Copy

Delivery Location Silver Oak Villas Part III
Sy.No.11,12,14,15,16,17,18 , 294
Phone. 0

Penalty For Delay Nil

Transportation Cost Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for villa no 119, purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For **Serene Constructions LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Requisition Form - Bathroom Tiles - Deluxe													
Company		SCLLP		Site & Phase		SOV-III							
Req. no.	183953	Req. Date	22-02-2022	ID no.	74064								
Material required before	25-02-2022												
Prepared by:	G.chandira kanth	Approved by (sign):											
Flat / Block no:	V no. 119												
Tiles required for: 2 Bath Rooms APPROVED 2 FEB 2022 MANJUNATHAN APPROVED 2 FEB 2022 Balance Qty to be ordered in boxes													
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	A	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	Inward No	Date			
1	Nitco Luna DK	Nitco	15" X 10"	sft	140.0	10.0	14.0	1.0	14.0	✓			
2	Nitco Luna LT	Nitco	15" X 10"	sft	180.0	10.0	16.0	1.0	16.0	✓			
3	Nitco Luna HL	Nitco	15" X 10"	sft	60.0	10.0	6.0	1.0	6.0	✓			
4	Maharaja Beige	Johnson	12" x 12"	sft	50.0	15.0	5.0	1.0	5.0	✓			
Total							41.0		41.0				
Tiles required for: 2 Bath Rooms													
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco ultra sprinkle DK	Nitco	15" X 10"	sft	140.0	10.0	14.0	1.0	14.0	-	14.0	✓	
2	Nitco ultra sprinkle LT	Nitco	15" X 10"	sft	180.0	10.0	16.0	1.0	16.0	-	16.0	✓	
3	Nitco ultra sprinkle HL	Nitco	15" X 10"	sft	60.0	10.0	6.0	1.0	6.0	-	6.0	✓	
3	Maharaja OFF White	Johnson	12" x 12"	sft	50.0	15.0	5.0	1.0	5.0	-	5.0	✓	
Total							41.0		41.0	-	41.0		
Tiles required for: 1 Bath Rooms													
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco Malaysian Brown DK	Nitco	15" X 10"	sft	120.0	10.0	14.0	1.0	14.0	-	14.0	✓	
2	Nitco Malaysian Brown LT	Nitco	15" X 10"	sft	140.0	10.0	16.0	1.0	16.0	-	16.0	✓	
3	Nitco Malaysian Brown HL	Nitco	15" X 10"	sft	50.0	10.0	6.0	1.0	6.0	-	6.0	✓	
3	Jaipur Panamma	Johnson	12" x 12"	sft	45.0	15.0	5.0	1.0	5.0	-	5.0	✓	
Total							41.0		41.0	-	41.0		

DELIVERY CHALLAN

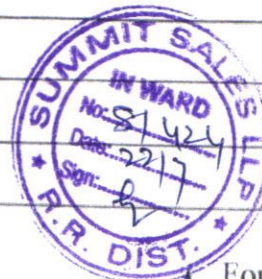
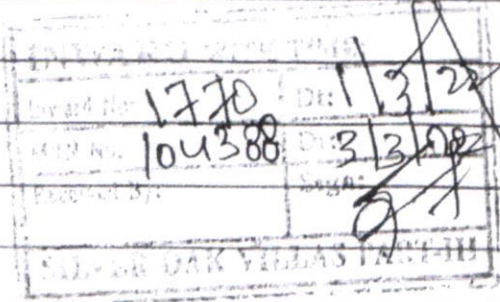
SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.

Tel : 040 - 6633 5551

M/s Serene Construction LLPDC No. 4342Date 01/03/2022Site: Govt part IIIVehicle No. AP29X4931P.O. / W.O. No. 85837P.O. / W.O. Date: 23-02-2022

Sl. No.	PARTICULARS	Quantity
1	LUNA DK	14 Box
2	LUNA LT	16 "
3	LUNA HL	6 "
4	Ultra Sprinter LT	16 "
5	Malashyan Brown DK	14 "
6	Malashyan Brown LT	16 "
7	Malashyan Brown HL	6 "
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		88 Box



GSTIN :

Received the above materials in good condition.

Received by Bitesh Patil

Stamp:

Date: 01/03/2022M. Bika Patil

For SUMMIT SALES LLP

 01/03/2022
 Authorised Signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Construction LLP

DC No. : 4361

Date : 01/03/2022

Site: SOV part III

Vehicle No. : AP29X4931

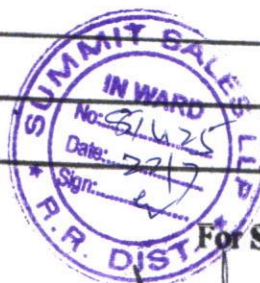
P.O. / W.O. No. : 85837

P.O. / W.O. Date : 23/02/2022

Sl. No.	PARTICULARS	Quantity
1	Maharaja Beige 12" x 12"	5 Box ¹²
2	Maharaja off white 12" x 12"	5 "
3	jaipur panna	5 "
4		
5		
6		
7		
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19		
20		

Issue @

1778 13/3/22
MR No 104395 3/3/22
Received By: [Signature]
SILVER OAK VILLAS PART-III



GSTIN :

Received the above materials in good condition.

Received by: Bilshapth

Stamp:

Date: 1/03/2022

m. Bida
part III

For SUMMIT SALES LLP

1/03/2022
Authorised Signatory

15 Box³